



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: WWW.DPR.DELAWARE.GOV

PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, April 1, 2013 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B, Cannon Building
MINUTES FOR APPROVAL:	June 3, 2013

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice-President
Charlie Eggleston, Education Officer
Leslie Persans, Secretary
Valerie Lacey, Public Member
Dean Pierson, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Eileen Kelly, Deputy Attorney General
Kevin Maloney, Deputy Attorney General
Jessica Williams, Administrative Specialist II

MEMBER ABSENT

James Brockton, Public Member
Victor Kennedy, Public Member
Kevin Reinike, Professional Member

ALSO PRESENT

Jennifer Allen, FSMHA

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:12 a.m.

Board member introductions took place to benefit new public member Valerie Lacey.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the January 7, 2013 meeting. Mr. Eggleston moved, seconded by Ms. Persans to approve the November minutes as written. The motion was unanimously carried.

UNFINISHED BUSINESS

Review of Audits

The Board reviewed the continuing education audits, which were previously determined to be deficient.

Ms. Persans moved, seconded by Mr. Snyder to send correspondence to Kevin L. Dorman and Daniel Dorman, advising them that they have 30 days to submit a copy of a valid insurance policy. Motion unanimously carried.

Mr. Snyder moved, seconded by Ms. Persans to schedule a Rule to Show Cause Hearing for Robert Coleman as he has not submitted proof of his continuing education or his liability insurance policy. Motion unanimously carried.

Ms. Persans moved, seconded by Mr. Eggleston, to send correspondence to Bruce D. Fisher advising him that he has 30 days to submit proof of a valid insurance policy. Motion unanimously carried.

Mr. Snyder moved, seconded by Mr. Pierson, to send correspondence to Halder Garcia Jr. advising him that he has 30 days to submit proof of his bond and continuing education. Motion unanimously carried.

Ms. Persans moved, seconded by Mr. Eggleston, to schedule a Rule to Show Cause Hearing for Robert Shanefelter Sr., as he did not submit proof of a valid insurance policy. Motion unanimously carried.

NEW BUSINESS

Ratification of Manufactured Home Installation Application

Mr. Eggleston moved, seconded by Mr. Pierson to ratify the manufactured home installer application for Adam Rones. Motion unanimously carried.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Mr. Maloney provided a brief explanation of the complaint process to the Board. The Board voiced their reservations regarding the investigative process and requested that the Complaint Officer be involved with the investigation.

The proposed legislation has yet to be introduced to the legislature and the Board requested that Mr. Rudy be kept abreast with the proposed legislation.

Mr. Rudy welcomed Ms. Lacey to the Board. The Board thanked Ms. Kelly for her service to the Board.

Ms. Persans inquired about the correspondence the Board previously received from HUD. Ms. Persans requested a copy of the correspondence.

PUBLIC COMMENT

There was no public comment at this meeting.

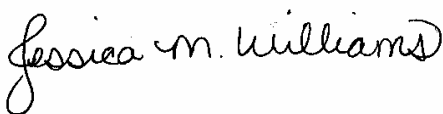
NEXT SCHEDULED MEETING

The Board has determined to schedule the next meeting for Monday, June 3rd, 2013 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Eggleston made a motion, seconded by Mr. Snyder, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 10:50 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jessica M. Williams". The signature is written in dark ink and is positioned above the printed name and title.

Jessica M. Williams
Administrative Specialist II